



Chapter 16—How to Request a Change to a Prior Quarter Report

Who can request changes?
When can changes be requested?
What reports can be changed?
What types of changes can be requested?
How to request a change
How to group requests
How to check the status of a request
How to evaluate a request (Agencies)

Who can request changes?

- **Prime Recipients** –sub recipients may not request changes
- **Awarding Agencies**
- **The Office of Management and Budget**
- **The Recovery Accountability and Transparency Board**

When can changes be requested?

Requests for changes can be made at any time FederalReporting.gov is open. Please be advised that reports will not be considered “prior quarter” until the reporting period has ended and the new period has begun. Even after Continuous QA phase has ended and the system is in Quarterly Reports Published phase, it is still considered the current quarter until the next period’s Initial Submission phase has begun.

What reports can be changed?

Requests for changes can be made only for the following types of reports:

- **Prior Quarter**—current quarter reports can be changed without making a request
- **Active**—deactivated reports cannot be changed
- **Submitted**—reports in “Draft” status may not be changed

What types of changes can be requested?

You can request the following changes to a report:

- Deactivate
- Mark as Final
- Mark as Not Final
- Link Reports
- Change Business Key
- Other



If your request does not fall into one of the specified categories, choose the “Other” category and describe your change request in the provided text field. However, job numbers cannot be changed under any circumstances.

How to Request a Change

- 1) Click “Prime Recipient” under “My Reports” in the Quick Links section in the left-hand sidebar.
- 2) Use the “Calendar Year” and “Quarter” drop-downs to find a previous quarter’s report.
- 3) Click “Prime Award #/Order#” to select report.

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Current Reporting Phase
Initial Submission - Prime and Sub Recipients enter drafts and submit Initial Submission reports.

Create / Upload ARRA Reports

[Create Report](#)

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Quick Links

My Reports

- [Prime Recipient](#)
- [Sub Recipient](#)

Administration

- [My Account](#)
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My Reports - Prime Recipient View

Search Filters

Award Type: Award Number: DUNS Number:

Calendar Year: Quarter: Report Status:

Awarding Agency Code: CFDA Number: Govt Contracting Office Code:

[Search](#) [Search Tips](#)

Search Results [Search Results Legend](#)

5 reports found, displaying all reports.

Award Type	Prime Award # / Order #	Prime DUNS #	Status	Award Amount	Sub Count
G	TEST	001042100	S	\$300,000.00	0
G	TEST	001042100	S	\$300,000.00	0
G	UATGrant4	001042100	S	\$10,000.00	0
G	UATGrant4	001042100	S	\$10,000.00	0
L	UATLoan4	001042100	S	\$200,000.00	0



- 4) Click “Request a Change” to change selected report. The Request a Change Page will be displayed.

The screenshot shows the FederalReporting.gov website interface. The top navigation bar includes links for Home, About, Downloads, FAQ, and Help. The main content area is divided into three tabs: Prime Recipient, Sub Recipients, and Vendors. The Prime Recipient Reporting section is active, showing a 'Copy Forward' button and a 'Request a Change' button. A blue callout box with an arrow points to the 'Request a Change' button, containing the text: 'Click this button to Request a Change to this report'. Below the buttons, the 'Prime Recipient Data' section displays a table with the following information:

Award Type	Award Number	Calendar Year / Quarter	Final Report
Grant	UATGrant4	2010 / 4	No

Below the table, a note states: 'By marking the report as final, you are indicating that the project is complete and no further reports will be filed for this award (per OMB Guidance M10-34).' The 'Award Recipient Information' section displays the following details:

- * Recipient DUNS Number: 001042100
- Recipient Account Number: Account1
- * Recipient Congressional District: 06
- Parent DUNS Number: 001042100
- Recipient Type: 2X.77.95.MF.VN
- Recipient Legal Name: UFP TECHNOLOGIES, INC.
- Recipient DBA Name: MOULDED FIBRE TECHNOLOGY DIV
- Recipient Address 1: 172 E MAIN ST
- Recipient Address 2: (empty)
- Recipient City: GEORGETOWN
- Recipient State: MA
- Recipient ZIP Code + 4: 018332107
- Recipient Country: USA

(If you want to link the current quarter’s report to the previous quarter’s report, click “Copy Forward.”)



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Administration

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Request a Change

Please specify your request for prior quarter data change.

See [tips](#) for submitting an ADC request to change or correct data.

Report Information

Award Type	Award Number	Prime DUNS Number	Calendar Year / Quarter
Grant	UATGrant4	001042100	2010 / 3

Request Information

* **Request Type**

-Click to Change-

-Click to Change-

Deactivate

Mark as Final

Mark as Not Final

Change Business Key

Link Reports

Other (Please specify below)

ed request, please specify the Group ID below.

* **Reason for Change**

Submit Request **Cancel**

- 5) Select a change Request Type from the Request Type drop-down.
- 6) Input the specific reason for change in the Reason for Change text field.
- 7) Click the “Submit Request” button.



If you select “Link Reports” in the drop-down, the Link/Unlink Reports page will be displayed and you will be asked to select the report you would like to link. Please see Chapter 10 (pages 10-15) of the User Guide for more information on how to link/unlink reports.

Click “Prime Award Number” to select the desired report. The Request a Link Confirmation page will be displayed.

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Create / Upload ARRA Reports

Create Report

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Quick Links
My Reports

- [Prime Recipient](#)
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Request a Link Confirmation

- A(n) January 2011 report currently exists with the same award information as the October 2010 report you are attempting to link to. You may want to request the January 2011 report be deactivated.

January 2011 Report Information

Award Type	Award Number	Prime DUNS Number	Calendar Year / Quarter
Grant	UATGrant4	001042100	2010 / 4

October 2010 Report Information

Award Type	Award Number	Prime DUNS
Grant	UATGrant4	001042100

October 2010 Report Information for Prior Link

Award Type	Award Number	Prime DUNS
Grant	UATGrant4	001042100

Submit Request **Back** **Cancel**

Click “Submit Request” to finalize request submission.



If you select “Change Business Key from the drop-down on the Request a Change page, the Change Business Key page will be displayed and you will be asked to specify the new Award ID or Order Number (if Federally Awarded Contract) for the chosen report.

Change Business Key

Specify the business key values for the "Change To" report below. The Calendar Year and Calendar Quarter for this report will automatically be populated with the current reporting year and quarter. Note that any comments for this report will be lost in this process.

Change From

This business key will be modified to the "Change To" business key entered below.

Award Number XYZ123
Prime DUNS 123456789
Order Number 003
Award Type Federally Awarded Contract
Calendar Year / Quarter 2011 / 1

Change To

The "Change From" business key above will be modified to this business key.

Award Number
Prime DUNS 123456789
Order Number
Award Type Federally Awarded Contract
Calendar Year / Quarter 2011 / 1

Click “Submit Request” to finalize request submission.



You will receive an on-screen notification, as well as an email and System Inbox message, as confirmation of your request.

<p>Hello, John Smith 1 (Recipient User)</p> <p>You have 54 unread messages.</p> <p><input type="button" value="Logoff"/></p>	<p>Request Confirmation</p> <p>Your request for change has been submitted. For your reference, your Request ID is 130.</p>
--	---

My Information	My Messages
<div><p>Message</p><p>Your request for change has been successfully submitted. You may view the status of this request at any time from the "My Request Queue" page.</p><p>Report Information: Award Type: Grant Prime DUNS Number: 001042100 Prime Award Number: UATGrant4 Calendar Year/Quarter: 2010/4</p><p>Request Information: Request ID: 130 Request Type: Link Reports Request Date: 03/30/2011 08:59 PM Reason for Change: This is the same award as UATGrant4 from 2010/Q3 but it is linked to the wrong report. Requesting to link to the correct report.</p><p><input type="button" value="Delete"/> <input type="button" value="Back"/></p></div>	



How to group requests

Under some circumstances, multiple changes may be needed to resolve an issue. The change requests can then be evaluated together to determine the appropriate course of action.

For example:

An award has been reported under two award IDs. If the user requests that the two reports be linked but the first report is already linked to a report with the identical prime key information—i.e., Award Type, DUNS Number, Award ID, and Order Number (if a federally awarded contract), processing the linking request would require breaking the link already in place and result in a duplicate report. In this case, the user will receive a warning message that the additional report created by this action may need to be deactivated. If the user chooses to deactivate the report, he/she may want to combine that request with the original request to link reports.

NOTE: If you are deactivating an award that has been reported on over multiple quarters—for example a non-ARRA award-- you must deactivate each quarter's report. However, these requests may be grouped together.

To group change requests, the same user that initiated the first request to be grouped must submit the change requests for the entire grouping. The functionality to group requests will be made available only after the first request has been initiated.



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Administration

Request a Change

Please specify your request for prior quarter data change.

Report Information

Award Type	Award Number	Prime DUNS Number	Calendar Year / Quarter
Grant	UATGrant4	001042100	2010 / 3

Request Information

* Request Type
Deactivate

If this request is part of an associated request, please specify the Group ID below.

Group with Request ID

128 - D - TEST

130 - L - UATGrant4

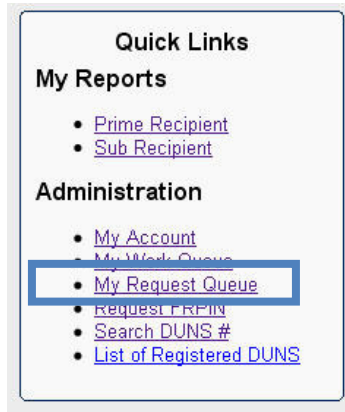
Submit Request **Cancel**

- 1) Select the request from the Group with Request ID drop-down menu.
- 2) Click on “Submit Request” and the two requests will be systematically associated with one another.



How to Check the Status of a Request

You may check the status of your change request from the My Request Queue.



- 1) Click “My Request Queue” under Administration in the Quick Links section in the left-hand sidebar to display My Request Queue page.

My Request Queue

Search Filters

Request ID: Request Type: Request Status:

Assigned To:

[Search Tips](#)

My Requests [Search Results Legend](#)

2 results found Page 1 of 1 Results per page:

Req ID	Award Number	Req Type	Assigned To	Req Status	Org ID
130	UATGrant4	L	Agency	Pending	
128	TEST	D	Agency	Pending	128

- 2) Use the search criteria to filter your results.
- 3) Click “Search” to see results.



The following identifies a change request status:

- **Pending** – Request is pending approval. The Assigned To field will indicate whether the request is waiting action by the Agency or by the Recovery.gov/FederalReporting.gov technical teams.
- **Approved** – Request has been approved and is awaiting processing.
- **Denied** – Request has been denied. In order to resubmit the request change, you must begin the change request process again. You cannot go back into the original change request.
- **Exception** – An exception has occurred. Change could not be processed.
- **Processed** – Change has been processed in FederalReporting.gov.
- **Published** – Change has been published on Recovery.gov.

NOTE: When a change request status changes, you will receive an email and a FederalReporting.gov user inbox message. An example of a message indicating a change request has been denied is below:

The screenshot shows a web interface with two tabs: "My Information" and "My Messages". The "My Messages" tab is selected, displaying a message box. The message box has a red header with the word "Message". The message text reads: "The following request for change has been denied by Agency User from Department of the Air Force. We are unable to process this change request." Below this, there are two sections: "Report Information:" and "Request Information:". The "Report Information:" section lists: "Award Type: Grant", "Prime DUNS Number: 001042100", "Prime Award Number: UATGrant4", and "Calendar Year/Quarter: 2010/4". The "Request Information:" section lists: "Request ID: 130", "Request Type: Link Reports", "Request Date: 03/30/2011 08:59 PM", "Reason for Change: This is the same award as UATGrant4 from 2010/Q3 but it is linked to the wrong report. Requesting to link to the correct report.", and "Reason for Denial: This award is not a 1512/ARRA award. Please request deactivation." At the bottom of the message box are two buttons: "Delete" and "Back".



How to view details of a change request

- 1) Select a change request from My Request Queue page.
- 2) Click the number in the “Request ID” column to display the Request Details page.

My Requests					
Search Results Legend					
2 results found					
Page 1 of 1					
Results per page: 20					
Req ID	Award Number	Req Type	Assigned To	Req Status	Grp ID
130	UATGrant4	L	Agency	Pending	
128	TEST	D	Agency	Pending	128

The Request Details page lists the request, the requester, and link/warning information if applicable.



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Request Details

[View or Add Request Comments](#)

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Report Information

Award Number	Award Type	Award Amount	Agency Code/ Agency Name
UATGrant4	Grant	\$10000.00	5700 / Department of the Air Force
Prime DUNS	Calendar Year / Quarter		
001042100	2010/4		

Link - Report Information

Warnings - Link Reports

- A(n) October 2010 report currently exists with the same award information as the October 2010 report you are attempting to link from. You may want to request the October 2010 report be deactivated.

Award Number	Award Type	Award Amount	Agency Code/ Agency Name
UATGrant4	Grant	\$10000.00	5700 / Department of the Air Force
Prime DUNS	Calendar Year / Quarter		
001042100	2010/3		

Requester Information

First Name	Last Name	Email
John	Smith 1	arrarecipient1@yahoo.com
Phone	DUNS Number	Date Requested
111-222-3344	001042100	03/30/2011 8:59 PM

Request Information

Request ID	Request Type	Assigned To
130	Link Reports	Agency
Date Assigned	Request Status	
03/30/2011 8:59 PM	Denied	

Reason For Change

This is the same award as UATGrant4 from 2010/Q3 but it is linked to the wrong report. Requesting to link to the correct report.

[Back](#)

To select another request, use the back button to return to the My Request Queue page.



How to view the audit trail

Every action taken on your change request will be displayed in the audit trail, including a timestamp and user information.

- 1) Click “View Audit Trail” from the Request Details page to track the workflow of your request.

Request Details

[View or Add Request Comments](#)

[View Audit Trail](#)

Back

Report Information

Award Number	Award Type	Award Amount	Agency Code/ Agency Name
UATGrant4	Grant	\$10000.00	5700 / Department of the Air Force
Prime DUNS	Calendar Year / Quarter		
001042100	2010/4		

View Audit Trail

Close Audit Trail Window

Request Information

Request ID	Request Type	Assigned To	Date Assigned	Request Status
130	Link Reports	Agency	03/30/2011 8:59 PM	Pending

Audit Trail Information

1 results found Page 1 of 1 Results per page: 20

User ID	First Name	Last Name	User Action	Action Time Stamp
arrarecipient1@yahoo.com	John	Smith 1	Submit Request	03/30/2011 08:59 PM

Close Audit Trail Window

- 2) Click “Close Audit Trail Window” to return to the Request Details page.



How to make or view comments

In some instances, the contact at your Federal Agency may need to ask you some questions about your request. If you wish to respond, enter your comments on the View Request Comments page.

- 1) Click “View or Add Request Comments” on the Request Details page.

The screenshot shows the 'Request Details' page. At the top left is a 'Back' button. At the top right are two links: 'View or Add Request Comments' (highlighted with a blue box) and 'View Audit Trail'. Below these is a red header for 'Report Information'. Under this header is a table with the following data:

Award Number	Award Type	Award Amount	Agency Code/ Agency Name
UATGrant4	Grant	\$10000.00	5700 / Department of the Air Force
Prime DUNS	Calendar Year / Quarter		
001042100	2010/4		



View Request Comments

Close Comments Window

Request Information

Request ID	Request Type	Assigned To	Date Assigned	Request Status
130	Link Reports	Agency	03/30/2011 8:59 PM	Pending

View Request Comments

- Please provide more information about this request to link reports.
Agency User-Mar 30, 2011 9:14:30 PM- -To: John Smith 1

Add New Comment

Send Comment To:

Requester-John Smith 1
Requester-John Smith 1
Agency
OMB
RATB Data Team

Submit

Close Comments Window

- 2) If you choose not to make a comment, click “Close Comments Window” to return to the Request Details page.
- 3) If you do choose to make a comment, select a user to whom you wish to send the comment from the "Send Comment To" drop-down. All users with access to the change request will be able to see every comment.
- 4) Input comment.
- 5) Click “Submit.”



At the conclusion of the entire change request process, you will receive email and System Inbox notification when the approved change request was Processed/Published.

My Information

My Messages

Message

The following request for change has been processed in FederalReporting.gov and published on Recovery.gov.

Report Information:
Award Type: Grant
Prime DUNS Number: 001042100
Prime Award Number: UATGrant4
Calendar Year/Quarter: 2010/4

Request Information:
Request ID: 130
Request Type: Link Reports
Request Date: 03/30/2011 08:59 PM
Reason for Change: This is the same award as UATGrant4 from 2010/Q3 but it is linked to the wrong report. Requesting to link to the correct report.

Delete

Back



How to evaluate a request (Agencies)

Upon receiving notification that there are requests to be approved, evaluators can go to the Request Details page to approve or deny the change request.

- 1) Click “My Request Queue” under Administration in the Quick Links on the left-hand sidebar.
- 2) Select Request ID from the Request Queue page as described in How to review requests and request details.

Since you are an evaluator, the Request Details page will be displayed with the Reason for Change text box and with “Approve/Deny Request.” These options will only be available when the request is in your queue awaiting approval or denial. If the request is in another group’s queue, the option to approve or deny will be disabled.

- 3) If you do not wish to approve/deny, click the back button to return to the My Request Queue page
- 4) Click “Approve Request” to approve without further action.
- 5) Or, click “Deny Request” to submit denial. If you deny request, you must input an explanation the Reason for Denial text box.



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Request Details
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Report Information

Award Number	Award Type	Award Amount	Agency Code/ Agency Name
UATGrant4	Grant	\$10000.00	5700 / Department of the Air Force
Prime DUNS	Calendar Year / Quarter		
001042100	2010/4		

Link - Report Information
Warnings - Link Reports

- A(n) October 2010 report currently exists with the same award information as the October 2010 report you are attempting to link from. You may want to request the October 2010 report be deactivated.

Award Number	Award Type	Award Amount	Agency Code/ Agency Name
UATGrant4	Grant	\$10000.00	5700 / Department of the Air Force
Prime DUNS	Calendar Year / Quarter		
001042100	2010/3		

Requester Information

First Name	Last Name	Email
John	Smith 1	arrarecipient1@yahoo.com
Phone	DUNS Number	Date Requested
111-222-3344	001042100	03/30/2011 8:59 PM

Request Information

Request ID	Request Type	Assigned To	
130	Link Reports	Agency	
Date Assigned	Request Status		
03/30/2011 8:59 PM	Denied		

Reason For Change
This is the same award as UATGrant4 from 2010/Q3 but it is linked to the wrong report. Requesting to link to the correct report.

Reason for Denial

[Approve Request](#)[Deny Request](#)

[Back](#)



As an Agency Reviewer, you may opt in or out of administering change requests. To view your current settings, please visit My Account (link located under the Administration section of the Quick Links menu).

My Information **My Messages**

Personal Information

My Account

Personal Information

First Name Joe
Last Name Agency
Email agencyuserarra1@agency.gov
Phone Number 111-222-3333

Organization Information

I represent an/a Federal Agency
Federal Agency 68 - Environmental Protection Agency
Administer Change Requests Yes

Edit Information **Deactivate Account**

To change your settings, click “Edit Information.” Use the radio buttons to select your preference for administering change requests.

Organization Information

Administer Change Requests * ☒ Yes ☐ No

Submit **Cancel**

Please be advised that if you opt-out, you will no longer see the “My Request Queue” link in your Quick Links menu. You will not be able to view, approve, or deny requests, and you will not receive any e-mails or inbox notifications pertaining to data changes. If you opt-out of this functionality, you may opt in at any time by changing your settings in My Account.